



Debt Management System

Pre-Proposal Conference

RFP # 307.07-001-07

November 19, 2007

Debt Management System Agenda

- Welcome and Introductions
- Commitment to Diversity
- Project Sponsor Opening Remarks
- What is the State Procuring?
- Project Timeline and Scope
- RFP Structure
- Proposal Response & Evaluation
- Questions

Debt Management System Project Goals

- Enable the Division of Bond Finance to operate more efficiently, effectively and accurately.
- Procure Debt Management System and related services
- Implement the Debt Management System
- Interface the Debt Management System with the State's Enterprise Resource Planning Software (EDISON)
- Interface with FileNet Electronic Content Management Software

Debt Management System General

- The Debt Management System should establish consistent policy, procedures and data capture for all aspects of debt issued by the State of Tennessee and its Authorities including:
 - bond issues;
 - project loans;
 - debt and loan repayments;
 - public/private use of each project;
 - refundings;
 - investments;
 - arbitrage; and
 - record retention for up to 35 years.

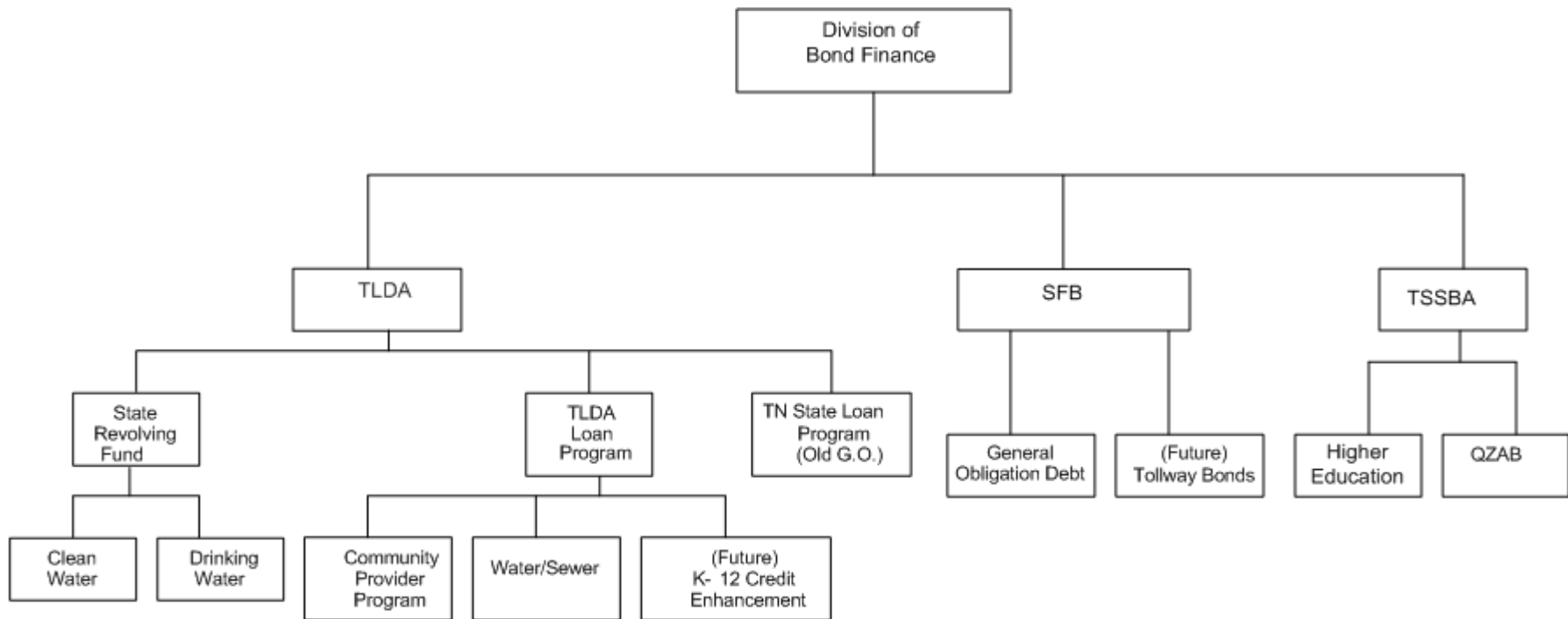
Debt Management System

General

- The Debt Management System should allow the Division to track and report on all elements of a bond issue or project from approval to final maturity.
- Information is currently managed with spreadsheets, reports from the State's accounting system, a DOS-based accounting package, and numerous manual processes.
- Implementation of DMS will affect all employees of the Division, bond counsel, financial advisor, public universities and others.

Debt Management System

Division of Bond Finance



Debt Management System

What is the State Procuring?

- Debt Management Software
- Implementation Services
 - Project Management Support
 - Custom Programming
 - Data Conversion
 - Product Installation
 - Training
- Ongoing software licensure and support

Debt Management System Technical

- User Friendly/Easy to use
- Real Time Integrated Solution
- Secure Application and Database
- Scalability and Flexibility
- Acceptable Response Time

Debt Management System

Key Points for Services

- Partnership between State and Vendor staff
- Vendor's Project Management Approach (H.1)
- Vendor's Proposed Project Schedule (H.2)
- Vendor's Project Team (H.3)

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RFP Structure

■ RFP Sections

- 1) Introduction
- 2) RFP Schedule of Events
- 3) Proposal Requirements
- 4) General Requirements and Contracting Information
- 5) Proposal Evaluation & Contract Award

■ RFP Attachments

- Pro Forma Contract (6.1)
- Attachments (6.2 – 6.11)

Debt Management System RFP Schedule of Events

EVENT	TIME	DATE
1. State Issues RFP		11/5/07
2. Disability Accommodation Request Deadline		11/13/07
3. Pre-Proposal Conference	1:30 P.M.	11/19/07
4. Notice of Intent to Propose Deadline		11/26/07
5. Written Comments Deadline		11/29/07
6. State Responds to Written Comments		12/17/07
7. Proposal Deadline	12:00 P.M.	1/16/08
8. State completes Written Technical Proposal Evaluation		3/6/08
9. State Opens Cost Proposals	9:00 A.M.	3/7/08
10. State Completes Calculation of Scores	9:00 A.M.	3/13/08

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RFP Schedule of Events

EVENT	TIME	DATE
11. State Issues Evaluation Notice and Opens RFP Files for Public Inspection	9:00 a.m.	3/19/08
12. Contract Signing		3/27/08
13. Contract Signature Deadline		4/3/08
14. Performance Bond Deadline		4/8/08
15. Contract Start Date		4/14/08

Debt Management System Contracts

- Please submit questions as soon as possible
- Questions related to contract terms & conditions must be submitted before the Written Comments deadline
- The Pro Forma Contract is the only agreement the State intends to sign
- State does not intend to negotiate; if State makes any changes, they must be in State's best interest (see RFP Sections 1.1, 1.2, and 5.3.4)
- Get your legal counsel involved **NOW**

Debt Management System Performance Protection

- Performance Bond (RFP Section 1.9)
- Deliverables-based payments (retainage)
- Liquidated damages for critical business events with financial repercussions (Attachment E)

Debt Management System Vendor Response

Mandatory Requirements – RFP Attachment 6.3 Section A

- Proposal Deadline
- Technical and Cost Proposals packaged *separately*
- No alternate or multiple proposals
- No proposals with restrictions of the rights of State
- RFP 6.2, Statement of Certifications and Assurances
- Financial responsibility and stability documentation
- Disclosure of any conflict of interest

Debt Management System Vendor Response

Qualifications & Experience

RFP Attachment 6.3 Section B

IMPORTANT: NO COST DATA IN TECHNICAL PROPOSAL

- Describe the Company, people and resources
- Business Structure, Financials
- Commitment to Diversity
- Customer References
- Other contracts with the State of Tennessee, if applicable

Debt Management System Vendor Response

Technical Approach - RFP Attachment 6.3 Section C Parts
A, B, and C

Part A – General Systems Requirements (Contract
Attachment G)

Part B – Business Requirements (Contract Attachment F)

Part C – Project Management Services (Contract
Attachment H)

Debt Management System Vendor Response

Cost Proposal Criteria – RFP Attachment 6.4

- Must be submitted in a sealed package separate from the Technical Proposal
- Must be recorded on an exact duplicate of the RFP Attachment 6.4, Cost Proposal and Scoring Guide
- Only record the proposed cost exactly as required by the Cost Proposal and Scoring Guide and shall NOT record any other rates, amounts, or information

Debt Management System Costing and Payment

Note the basis for Proposed Costs

- Payment based on approved deliverables
- Payment methodology and schedule shown in Contract Section C.3

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Key Points for the Proposal

- Please include e-mail addresses (RFP Section 1.6)
- Proposals must arrive on time (RFP Section 1.7)
- Transmittal letter (RFP Attachment 6.2) must be signed by CEO, or must include evidence of signatory's ability to bind company
- Use RFP Section 6.3, Parts A, B, C as overall Table of Contents for proposal

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Packaging the Proposal

- Please check packaging carefully (RFP Section 3.1)
- Technical Proposal must be packaged separately from Cost Proposal
- Label outside of package correctly
- Technical Proposal
 - 1 original and 7 copies in binders
 - 8 CD copies of entire Technical Proposal
 - WARNING: DO **NOT** INCLUDE COST PROPOSAL INFORMATION ON CDS.
- Cost Proposal
 - 1 hard copy of Cost Proposal

Debt Management System Proposal Evaluation

Scoring (Maximum Points Possible)

■ Mandatory Requirements	Pass/Fail
■ Qualifications and Experience	100 points
■ Technical Proposal	
■ Part A, General Systems Requirements	100 points
■ Part B, Business Requirements	350 points
■ Part C, Project Management	150 points
■ Cost Proposal	300 points

Debt Management System Cost Proposal (Attachment 6.4)

300 points, divided as follows:

- Part A – Base License Initial Licensure and Project Phases
- Part B – Base License System Support, Third Party Software Support, Additional Users Licensure, and Additional Users System Support
- Total points for Parts A and B: 280 points
- Part C – Contingency Rates: 20 points

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Final Points

- Only official RFP contact: **Ann Butterworth**
- Intent to Propose due by **November 26, 2007**
- Submit questions on RFP and on contract NOW (deadline November 29, 2007)
 - Answers given today are not binding; questions must be submitted in writing
- Submit most comprehensive proposal possible
- Check for RFP amendments
<http://comptroller.state.tn.us/bf/bfrequestrfp.htm>
- Get started on reference forms NOW

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Questions